

Michigan Family Independence Agency Office of Children and Adult Licensing Child Placing Agency Employee File Review		Staff / Volunteer Name						
		1	2	3	4	5	6	7
Agency								
Consultant	Date							
Sample Size 1. All employees hired since last evaluation 2. # Over Sample 1 year Size 1-3 All 4-30 3 31-60 6 61-90 8 # of Employees < 1 Year _____ # of Employees > 1 Year _____	Hire Date							
	Position							
R 400.12209 Orientation and training.								
(1) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 16 hours of orientation after initial appointment and before assumption of assigned duties.								
(2) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 14 hours of training relating to his or her current position within the first year of being assigned to the position.								
(3) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 14 hours of planned training relating to his or her current position annually after the time periods specified in subrules (1) and (2) of this rule.								
(4)The orientation and training specified in subrules (1) and (2) of this rule for each social service worker shall include all of the following topics:								
(a) Characteristics and needs of children and families served by the agency.								
(b)Requirements of applicable statutes relating to the services the agency provides that are subject to these rules.								
(c) Agency expectations for the social service worker to facilitate and supervise the care of children and to work with families that are served by the agency.								
(d) Agency expectations for the social service worker's role and responsibility with foster parents and other persons who provide care or services to children and families served by the agency.								
(e) Agency expectations for developing, maintaining, and reviewing initial and updated service plans for children and families served by the agency.								
R 400.12212 Personnel records.								
(1)An agency shall maintain a personnel record for each staff member.								
(2) The personnel record shall contain all of the following information before employment may occur:								
(a)Name.								
(b)Verification of education.								
(c)Work history.								
(d)Three references obtained from unrelated persons.								
(e)A record of any convictions as required by R 400.12206(2).								
(3) The personnel record shall contain both of the following:								
(a) A written evaluation of a staff member's performance within a probationary period or not later than 6 months after the staff member assumes his or her current responsibilities. After the initial evaluation, a written evaluation shall be conducted each year.								
(b) A copy of the job description for the staff member's current position.								
(4) An agency shall maintain an orientation and training record for staff members.								
722.119 Sec. 9(1 & 2) (PA116 Amendment) Not convicted of a felony involving harm or threatened harm for at least 10 years prior.								
722.119 Sec. 9(1 & 2 & 3) (PA116 Amendment) Proof is in file that person is not on central registry or been convicted of child abuse or neglect.								